

City Council Special and Regular Meetings, August 27, 2002

Twin Pines Senior and Community Center, 1223 Ralston Avenue

SPECIAL MEETING

STUDY SESSION: 6:30 P.M.

COUNCILMEMBERS PRESENT: Metropulos, Cook, Wright, Bauer, Warden

Staff Present: Recording Secretary Kern

Interviews for Arts Commission

Mr. Feierbach, 3206 E. Laurel Creek Rd., said he thought the definition of art was much broader than sculpture or paintings. He said he thought there were two developments in Belmont that could be considered works of art: the Enshallah Development on Davis Drive, and the Carlmont Shopping Center. Mr. Feierbach suggested that the City inventory its assets for their natural beauty. He said he thought the downtown development had a Disneyland appearance, and he thought Belmont lacked a total aesthetic vision. Mr. Feierbach said he had not attended any of the commission meetings, so he was not sure what he would add to the group. He said he had used his analytical knowledge in past groups he had been involved in. He said he was in favor of the downtown art museum idea, which would help make Belmont a destination location. Mr. Feierbach said he thought it would be valuable to have a Joint Art, Planning Commission and City Council meeting to steer the City in a more esthetic direction. The Council concurred that it would not be a problem if Mr. Feierbach was appointed to this commission even though his wife served on the Planning Commission.

Ms. Naples, 2533 Lincoln Avenue, said she was a writer, poet and dancer. She said she would like to build up the art community by improving the networking among the local artists. She said she would like to collaborate and share ideas on how to stop the migration of artists leaving the community. Ms. Naples explained that she had been in charge of an international ethnic and cultural festival in college, which she thought would provide valuable expertise to the Art Commission. She said she would be very interested in helping out with the upcoming arts festival. Ms. Naples said she was very interested in bridging generations with the arts and was working on a proposal to work with the seniors at Bonnie Brae Terrace. She said she was interested in making a map of Belmont to determine the places the seniors consider important, and where the students in high school consider important. She said she was interested in the idea proposed by two

Arts Commissioners to convene an artists Town Hall meeting to provide a network of artists who live or work in town. Ms. Naples said she had the ability to mediate and facilitate which she thought was important in dynamic groups where everyone has creative ideas. She said she would also like to help with marketing and promotion of this group.

Ms. Davis, 2213 Ewell Road, explained that she enjoyed giving back to the community. She said she was involved in the performing arts and would like to bring that expertise to the commission. She said she thought the schools could be tapped to provide a variety of different art experiences for this group. Ms. Davis said she was project oriented and a good listener, which she thought were strong attributes for this group. She said she would like to reactivate the Avenue of the Arts program and she thought the new Public Art Policy was excellent. She said that she thought moving the Emmett House and refurbishing it could be considered an art project. Ms. Davis said she thought her organizational skills would be valuable to this group.

Adjournment at this time, being 7:10 P.M.

George Metropulos

Clerk Pro Tem

Meeting tape recorded

Tape No. 533

REGULAR MEETING - 7:30 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: Metropulos, Cook, Wright, Bauer, Warden

COUNCILMEMBERS ABSENT: None

Staff Present: City Manager Kersnar, Assistant City Manager Rich, City Attorney Savaree, Community Development Director Ewing, Public Works Director Davis, Assistant Finance Director Park, IT Manager Harnish, Recording Secretary Kern

PLEDGE OF ALLEGIANCE

Recording Secretary Kern led the pledge of Allegiance.

SPECIAL PRESENTATIONS

Belmont Redwood Shores Elementary School District, President Clancy presentation on School Parcel Tax.

President Clancy, explained that Measure A, is a \$126.00 per parcel tax on the November ballot. She said this would allow the district to maintain competitive salaries for teachers, keep school libraries open, and prevent cutbacks in music, science and other electives enjoyed by the students. President Clancy explained that these funds would stay in the local school district and an oversight committee would oversee all expenditures funded by the measure. She said that seniors, 65 years and older would be exempt from this tax. President Clancy introduced Superintendent Campbell and Michelle Green the Campaign Manager.

AGENDA AMENDMENT

Mayor Warden requested that agenda item 9-B, (Consideration of Resolution in support of this Parcel Tax) be considered at this time.

Action: on motion by C. Wright, seconded by C. Bauer, and approved unanimously, by show of hands to request staff to prepare an appropriate Resolution for consideration at the next meeting.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Mr. McLaughlin, 3713 Plateau Drive, Co-President of the Plateau/Skymont Neighborhood Association, requested that Public Works consider replacing the reflector buttons along Ralston Avenue from Cipriani Blvd, to the west end of Belmont. He noted that driving in the dark and on rainy pavement created a hazardous condition for drivers.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

C. Metropulos invited everyone to the Belmont Greek Festival to be held over Labor Day weekend.

C. Bauer announced that the organization SOS would hold their September 13th, at Ralston School in the new gym.

C. Cook announced that the South County Fire Authority had awarded the bid for Fire Station 14.

C. Warden announced that there would be a brief ceremony in front of City Hall at 8:30 am on 9/11.

City Manager Kersnar announced that the Police Department had a demonstration of their new vehicles before the meeting.

AGENDA AMENDMENTS

Mayor Warden requested that agenda item 9-B to be considered following the Special Presentation regarding the elementary school tax.

CONSENT CALENDAR

Approval of meeting minutes: Regular Meeting of July 23, 2002.

Approval of Warrant List Dated: August 9, 2002 in total amount of \$618,440.90 and August 16, 2002 in total amount of \$257,806.75.

Written Communication 1). Rec. 8/19/02 re. Budget Group, Inc. et. Al Chap. 11, Case No. 02-12152(MFW) US Bankruptcy Court for the District of Delaware; 2). Rec. 8/19 from PG&E re. Notice of Intent No. 02-08-010(U39M) Notice of Intent to file a Test Year 2003 General Rate Case.

Motion to approve Claims Management Report.

Resolution No. 9306 approving Grant Agreements with Belmont Chamber of Commerce; Call Primrose Center; Center for Domestic Violence Prevention, Criminal Justice Council of San Mateo County; Human Investment Project for Housing; Kollage Community School for the Arts; Legal Aid Society of San Mateo County; Peninsula Policy Partnership; Peninsula Conflict Resolution Center; Safe Schools; San Mateo County Jobs for Youth; Shelter Network and Sustainable San Mateo County totaling \$112,145.

Resolution No. 9307 authorizing and directing the City Manager to execute an agreement with Geier & Geier Consulting, Inc. to conduct an Environmental Study for the Ralston Village Congregate Senior Development at 1301 Ralston Avenue (NTE \$24,380).

Motion to approve letter in support of Proposition 46, the Housing & Emergency Shelter Trust Fund Act.

Resolution No. 9308 approving an annual Professional Services Agreement with EDDCO Group for an amount not to exceed \$9,240 for inspection,

maintenance and repair of the Sanitary Sewer Pump Station Telemetry System.

Resolution No. 9309 approving a Permanent Encroachment Agreement for construction of a retaining wall, stairs, deck, deck walls, and driveway reconstruction within the Public Right-of-Way at 2638 Belmont Canyon Road. (Owner C. Christopher; APN 043-181-180)

Resolution No. 9310 approving award of contract to Shaw Pipeline, Inc. for an Amount of \$429,240.00 for the Alameda de las Pulgas/Miller/Monte Cresta Storm Drainage Improvement Project, City Contract No. 434 and authorization of a Supplemental Appropriation to the FY 2003 Budget.

Consent Calendar approved on motion by C. Cook, seconded by C. Metropulos, and approved unanimously, by show of hands.

PUBLIC/HEARINGS

Public Hearing to consider an amendment to the Belmont General Plan to adopt a revised Housing Element – 2001-2006, and to adopt a Negative Declaration. The proposed Element includes policies and programs for meeting the City of Belmont's 'fair share' of the Regional Housing Needs Determination through 2006, including housing for seniors and other groups, secondary dwelling units ("granny flats"), and in-fill / mixed use residential development. CEQA Status: Negative Declaration, City of Belmont (Applicant).

Community Development Director Ewing reported that they had not received any additional comments since the last meeting and the circulation of the Negative Declaration had concluded.

Mayor Warden opened the Public Hearing.

On motion by C. Cook, seconded by C. Wright, and approved unanimously, by show of hands to close the Public Hearing.

Action: on motion by C. Cook, seconded by C. Wright and approved unanimously, by show of hands to adopt:

Resolution No. 9311 adopting a Negative Declaration and approving an amendment to the Belmont General Plan to update the Housing Element (2001-2006).

OLD BUSINESS

Restructure City Manager's Department to Performance

Budgeting. Assistant City Manager Rich explained that these were the next in the series of restructures of the operating programs to Performance Budgeting. He explained that the goal was to have all the systems in place for the 2003-2004 budget cycle.

City Manager Kersnar said their Department Measures were an Aggregate of the Service Measures that had been seen in other departments. The first Measure provided a snapshot of the City's overall organizational performance

1. The Citywide Performance Index is X. Weight 5.

City Manager Kersnar stated the second most important measure was the budget control Measure.

He noted that his office was responsible for the overall performance of the organization and making sure it came in under budget.

2. The Citywide budget/cost ratio is at least 1. Weight 4

City Manager Kersnar stated that the Priority Calendar Measure was given a mid range measure to insure that the staff kept on track with these items.

3. X% of Priority Calendar items is presented to Council according to schedule. Weight

City Manager Kersnar stated that his office was using the overall index from the citizen's satisfaction survey, which he felt was a good aggregate measure in combination with the others.

4. The overall citizen (resident) satisfaction rating is X%. Weight 3.

5. X% of Service Requests are acted on within one week. Weight 2.

City Manager Kersnar explained that within 24 hours of the operating department receiving a service request, the reporting party would be contacted initially and within a week, the department was expected to make contact with the reporting party with an action plan.

6. The budget/cost ratio for City Manager Office is at least 1. Weight 1.

City Manager Kersnar explained that this measure was part of Measure 2.

In response to C. Warden, City Manager Kersnar stated that the Capital budgets were not covered in Performance budgeting.

C. Warden said he thought Measure # 5 regarding Service Requests should have a higher Weight, because citizen satisfaction was a fundamental aspect of Government.

C. Wright stated that he could see the Measure as a 3 or 4, because he thought the axiom was true, that we respond to what we measure. He said he thought it would send a message of how important customer service was to the Council.

Action: on motion by C. Wright, seconded by C. Bauer and approved unanimously, by show of hands to approve the Mission Statement and Measures. The Weights were approved, with one modification to the weight on number 5 "Service Requests" the Weight was raised to 3.

Restructure Information Technology Department to Performance Budgeting.

Information Technology Manager Harnish stated that her department had been in operation for 6 years and was charged with the installation and maintenance of the City's electronic equipment.

Information Technology Manager Harnish explained that their department was charged with increasing organizational efficiency, and service to the community through cost effective technology.

Ms. Harnish outlined the Measures and the Weights proposed for each Measure:

1. X% of Service Level Agreement standards are met. Weight 5.
2. A customer satisfaction rating of X%. Weight 4.
3. X% of Annual Technology Plan milestones are met. Weight 3.
4. The budget/cost ratio is at least 1. Weight 2.

Information Technology Manager Harnish explained that Measure 1 and 2 were given the highest weights, because these were department priorities. She said that at the end of the year they would be able to determine the percentages of service and satisfaction, based on the information from the individual department service level agreements. Information Technology

Manager Harnish explained that by using the Technology Master Plan, staff would be able to plan for future technologies for the users.

In response to C. Cook, IT Manager Harnish stated that language would be added to track global web users when they completed the Standard Operating Procedures process.

Action: on motion by C. Cook, seconded by C. Wright, and approved unanimously, by show of hands to approve the Mission Statement, Measures and Weights. Staff was directed to expand the customer satisfaction measure to include global web users in Measure 2 "customer satisfaction".

Restructure City Clerk's Department to Performance Budgeting.

Interim Administrative Manager Kern explained that the law required that the Clerk's office maintain and make accessible all public records pertaining to official City Council actions. She explained that the Mission statement emphasized the importance of accuracy, timeliness and courtesy.

Interim Administrative Manager Kern outlined each Measure and the Weight given.

1. The Brown Act, which has a 72-hour requirement for posting agendas, regulates the City's business and other legal notices. It is critical to maintain the trust of the citizens and maintain open Government, so this Measure is given a weight of 5.
2. The Clerk's office has a duty under state and elections code provisions to provide accurate, complete and timely information to our candidates, failure to do so could have serious ramifications, so this measure was given a weight of 5.
3. Customer satisfaction is our business. We owe it to the public to provide quick, accurate and friendly service. The Clerk's office is often the first or last interaction for a resident, and it should be a positive experience, so this is given a weight of 4.
4. Staff strives for 100% accuracy on Notices, Agendas and Minutes, but recognizes there may be exceptions, so it is given a weight of 4.
5. The Council Protocols call for minutes to be prepared for Council Action within two meetings. Staff recognizes this is not as critical as the legal requirements, so this is given a weight of 3.

6. The Clerk's office facilitates requests for active City documents within two days if possible, which is a shorter time frame than the state required 10 day period, therefore this is weighted at a midrange of 3.

7. The Fair Political Practices Commission requires filers to provide economic information yearly, as well as candidates during elections. The Clerk's office facilitates these filings, but this task does not require tremendous effort by staff, so it is given a weight of 2.

8. The ability to produce desired results is important to insure that we stay within budget, but this measure is less important given the implication of failure of the other measures, so this is given a weight of 2.

Action: on motion by C. Metropulos, seconded by C. Cook, and approved unanimously, by show of hands to approve the Mission Statement, Measures and Weights for the City Clerk's Department.

MATTERS OF COUNCIL INTEREST/CLARIFICATION

Consideration of parking requirements for churches. (C. Warden)

Mayor Warden stated that he would like Council to consider having staff study this issue because our off street parking ordinance does not address parking at auditoriums, schools, churches and other place of assembly that do not have fixed seats. He explained that he had spoken with planners up and down the Peninsula and found that all cities struggle with this issue. He distributed a chart that compared religious assembly off-street parking requirements in various cities. He noted that four of them had more restrictive parking requirements than Belmont.

Mr. Mathewson, 1820 Oak Knoll Drive, Planning Commissioner, stated that he thought the parking ordinance should be reviewed and possibly amended before another project came before the Planning Commission with this type of situation.

Mayor Warden stated he would like to be proactive and try and solve this problem before another application was received. He explained that our current Zoning Ordinance allows one parking space per each six permanent seats. He noted that the chart from the other cities indicated that they had more restrictive off-street parking requirements, and he thought Belmont should look at amending our Ordinance.

Mr. Naser, 2518 Ralston Avenue, said that he thought that Belmont should consider taking a middle range stand on this parking issue.

Following Council discussion, Council concurred to direct staff to add this to the Projects list.

Consideration of Resolution of Support for the Belmont/Redwood Shores Elementary School Parcel Tax Measure.

This item was moved to Special Presentations at the beginning of the meeting.

ADJOURNMENT at this time, being 8:30 P.M. to Closed Session immediately following this Meeting.

George Metropulos

Clerk Pro Tem

Meeting tape recorded and video taped

Tape No. 533

SPECIAL MEETING – 8:32 P.M.

CLOSED SESSION

A. Conference with Legal Counsel anticipated litigation, pursuant to Government Code Section 54956.9.

1 Case

Attended by Councilmembers Metropulos, Cook, Wright, Bauer, Warden, City Attorney Savaree, City Manager Kersnar, and Assistant City Manager Rich. Recording Secretary Kern was excused from attending.

ADJOURNMENT at this time being, 9:10 P.M.

George Metropulos

Clerk Pro Tem

This meeting was not tape-recorded.